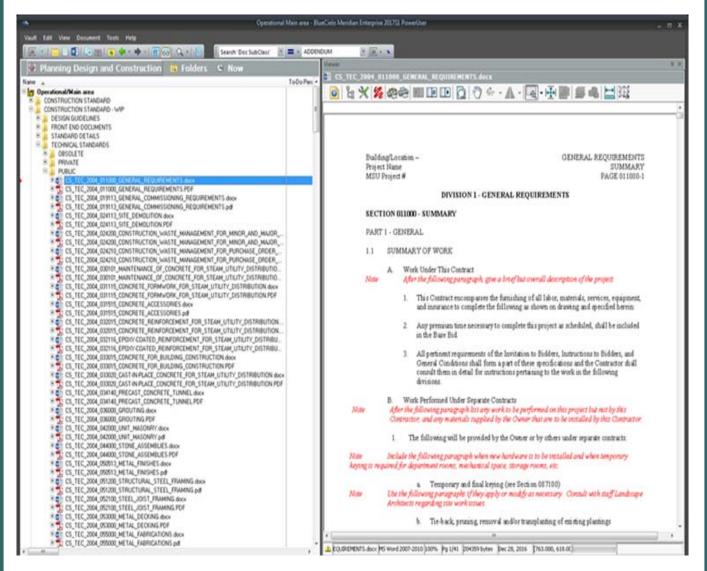
DOCUMENT MANAGEMENT SYSTEM

MSU Standards for Construction – Stewards and Editors

This manual will provide step-by-step instructions for the Construction Standard Stewards and Editors.



MICHIGAN STATE UNIVERSITY

Infrastructure Planning & Facilities Facilities Information Services 1147 Chestnut Rd. Room 101 Michigan State University East Lansing, MI 48824-1215

For Assistance contact : FIS Support (517) 353-3434 fissupport@ipf.msu.edu fissupport.ipf.msu.edu

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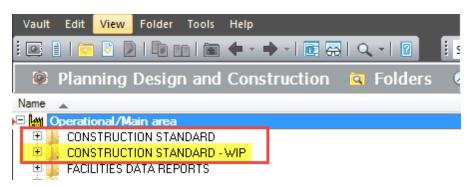
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1 Standards for Construction

There are now two folders for Construction Standards in the Operational Vault of Meridian.



- The **Construction Standard** folder contains the published, released versions of the Standards for Construction used for MSU.
 - The files from this folder are published to the IPF website and are also available in the web version of Meridian (Explorer).
- The **Construction Standard WIP** folder is a copy of the Construction Standard folder where the CS Stewards can add new standards and modify existing construction standard files.
 - A Work In Progress (WIP) folder allows the editors to make changes to a document without those changes being available to the general users until they are finished. Essentially you are working on a copy of the document, then replacing the original document content with the modified version, but all in a separate area of Meridian.
 - While the document is in the WIP folder, the previous version of that document will still be available for use in Meridian and on the IPF website. Since we publish some of our standards to the web, the changes that are being made will not appear on the website until they are completed and released back into the Construction Standard folder.

1.1 Permissions

Construction Standard Stewards (CS Stewards) - Full time staff members that have access to modify and release the MSU Standards for Construction in Meridian.

<u>Editors</u> - Staff members that have permissions to modify the MSU Construction Standards and Standard Details, but cannot release them for use. The files modified by Editors have to be reviewed and approved by CS Stewards.

1.2 Construction Standard Nav Views

Meridian users that are not CS Stewards will most likely use the Nav Views to view the Construction Standards. CS Stewards can also use the Nav Views, or the can use the Construction Standard - WIP folder in the 'Folder' view of Meridian. The CS Stewards will always have to work on the WIP version of the file, no matter which way they want to view the files.

Because of the Work In Progress (WIP) notion in Meridian (Construction Standard - WIP), the nav views may now have an additional workflow folder level displayed or may appear to display duplicates of each file. To alleviate confusion, here are some explanations:

'Main - WIP' Column View:

If it seems there are two of the same file in Meridian, check the 'Main - WIP' column. This will tell you which version of the file you are looking at.

- \circ The WIP version will be the one that can be modified.
- The Main version will be the version of the file on the web and seen by Meridian users in the Construction Standards folder. Once a change is being made, the Main
 WIP columns and Status column will let users know what part of the workflow the file is in.

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<u>'Main - WIP' Folder View:</u>

These folders will allow users to see which standards are currently in a workflow process and what the status of those changes are.

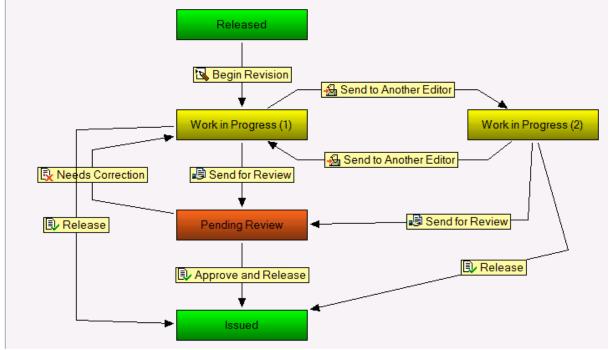
- o Main the published, approved files that are not being worked on.
- <u>Main WIP is in Workflow</u> the file is being worked on in the Construction Standards WIP folder and is in a workflow process. The file in the Main - WIP is in Workflow folder is the published version.
- \circ WIP the copy of the file that is being worked on and in a workflow.

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1.3 Workflow Process

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Work In Progress (WIP) allows for the files to be put into a workflow process. Workflow options are available for the Stewards and Editors that are modifying the files in the WIP folder. Below is the workflow diagram of the Construction Standards change process.



Workflow statuses:

- <u>Released:</u> The current, published version of the file.
- <u>Work in Progress (1)</u>: When the file is put into the workflow to begin revisions. Usually assigned to one's self, but can be assigned to someone else.
- <u>Work in Progress (2)</u>: If the file is sent to another editor for further modifications.
- <u>Pending Review</u>: When the file is sent to a CS Steward for review and approval
- <u>Issued</u>: The changes are all approved and the file is released out of the workflow.

Workflow actions:

- <u>Begin Revision</u> replaced 'Start Quick Change'. Begins the WIP process and sends the file into the workflow.
- <u>Send to Another Editor</u> Users can send the standard to another person for further modifications.
- <u>Send for Review</u> This is used for Editors. Any modifications they make will have to be reviewed, approved and released by a CS Steward.
- <u>Needs Correction</u> The CS Steward can send the file back to the Editor for corrections.
- <u>Approve and Release</u> The CS Steward approves all changes to the files and can release the native WIP file.
- <u>Release</u> At any point in the workflow process, the CS Steward can release the file they are working on.

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1.4 Accessing the Construction Standard - WIP files

- 1. Open the 'Operational Vault' in Meridian
- 2. Navigate to the scope that best represents the department or crew you work for if you are not already in one.
- 3. Open the 'Folders' view
- 4. Open the Construction Standard WIP folder and find the Standard you are going to modify.

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🖻 🐌 OPERATIONAL DRAWING
🗄 🤽 OPERATIONAL DRAWING - WIP

*Note - You can also use the Construction Standard Nav Views to modify files, but remember to only work on the native WIP file. For this manual, I will be using the Construction Standards - WIP folder.

2 Modify a Construction Standard - WIP

- Modifying the standards for construction happens in the Construction Standard WIP folder (WIP stands for Work In Progress).
- The Construction Standard WIP folder in Meridian houses a complete copy of the Construction Standard folder.
- Workflow options have been added to the WIP area.
- All Changes will be made to the WIP files.
- All changes will be made to the native WIP files (Microsoft Word documents or the AutoCAD files) in the WIP folder.
- The published WIP file (PDF file) will automatically be brought along during modifications.
- When the modifications to the native WIP files are finished, the CS Steward will have to export a PDF of the updated native WIP file to replace the published WIP file.
- Once the WIP files are released, the Main Construction Standard folder files (both Native and Published) will be replaced with the new version from WIP.







2.1 Begin Revision

The **'Begin Revision'** terminology replaced 'Start Quick Change'. This action is done to the native WIP file and sends the file into the workflow process to be modified.

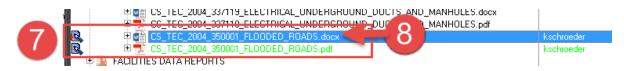
- 1. Right-click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Begin Revision' (No more start quick change or assign to work area)

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- 4. Your user name should be selected. If you'd like to assign this file to another user, you can select them from the list.
- 5. If you are assigning the file to a different user, or want a note for yourself, enter a comment.
- 6. Click 'OK'.

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- 7. The native and published files should now be under a revision.
- 8. Double click to open the native file.



***Make sure the top does not say [Read-Only]. If it does, close the file and make sure to start over at step 1 above.



- 9. Make any changes to the native file.
- 10. Go to the 'Review' tab.
- 11. Open the 'Show Markup' drop down and un-check any items you don't want shown on the pdf.

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12.'Save' the document (because the file is stored in Meridian, it will automatically save to Meridian).



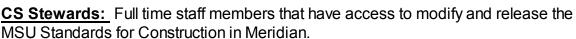
2.2 Workflow Decision

At this point, there are different workflow options:



Editors: Staff members that have permissions to modify the MSU Construction Standards and Standard Details, but cannot release them for use. The files modified by Editors have to be reviewed and approved by CS Stewards.

- If you are going to 'Send to Another Editor' for further modifications, do not create the published file.
- If you are going to 'Send for Review', create the published file.



- If you are going to 'Send to Another Editor' for further modifications, do not create the published file.
- If you are going to '**Release**', create the published file.
- If you are going to 'Approve and Release', the published file should already be updated. Meridian will warn you if it is not.

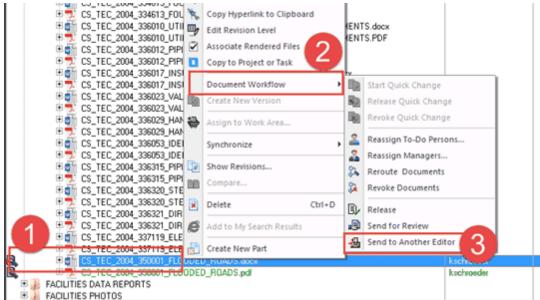


2.3 Editors

2.3.1 Send to Another Editor

Editors can send the standard to another person for further modifications. Do not create the published file until the file is ready to be sent for review.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Send to Another Editor'.



- 4. Select the editor from the list.
- 5. Fill in a comment in the document log.
- 6. Click 'OK'.

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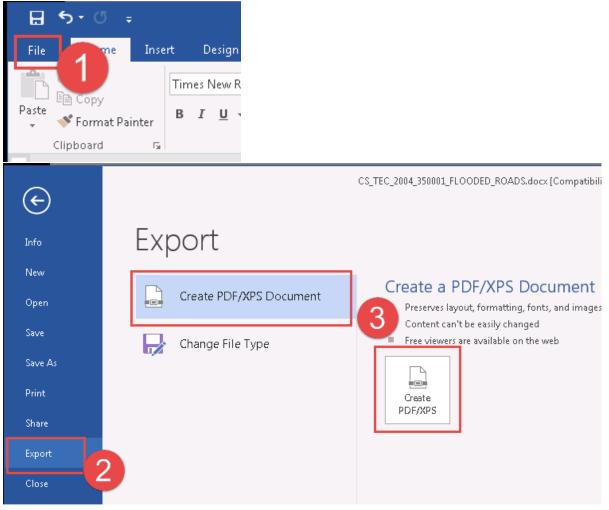
2.3.2 Creating the published file

Make sure ALL the changes to the native WIP file are completed before you create your published file. If you make any more updates to the native file and/or hit save again, you will have to recreate a published file with a later date/time stamp than the native file.

These instructions show what to do for Word files. For AutoCAD files, create the pdf as you would normally do and verify the file is going into Meridian.

For Word files:

- 1. Click on 'File'
- 2. Click on 'Export'.
- 3. Select 'Create PDF/XPS Document'.



- 4. The native file should default the export into the correct location in the Meridian vault and be named the same as the file it will be replacing. Verify this (the highlighted portions) and if it is correct, click on 'Publish'.
- 5. Click 'Yes' to replace the previous version of the published file in Meridian.

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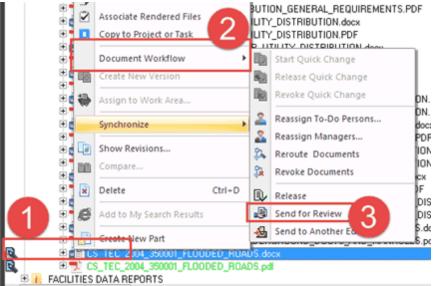
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2.3.3 Send for Review

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This is used for Editors that are not CS Stewards. Any modifications they make will have to be reviewed, approved and released by a CS Steward. The published file will need to be created before the file is sent for review.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Send for Review'.



- 4. Select the CS Steward from the list.
- 5. Fill in a comment in the document log.
- 6. Click 'OK'.

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2.3.4 Needs Correction

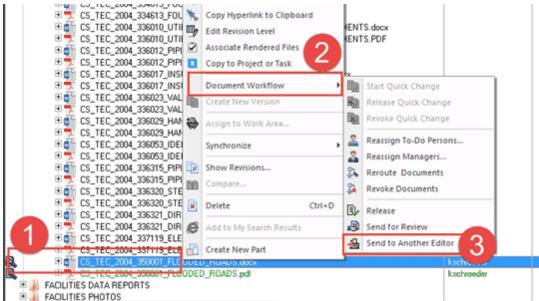
- The CS Steward can send the file back to the Editor for corrections.
- Once the corrections are made, the published file will need to be recreated in Meridian.
- The files will need to be sent to the CS Steward for review again.

2.4 CS Stewards

2.4.1 Send to Another Editor

CS Stewards can send the standard to another person for further modifications. Do not create the published file until the file is ready to be sent for review.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Send to Another Editor'.



- 4. Select the editor from the list.
- 5. Fill in a comment in the document log.
- 6. Click 'OK'.

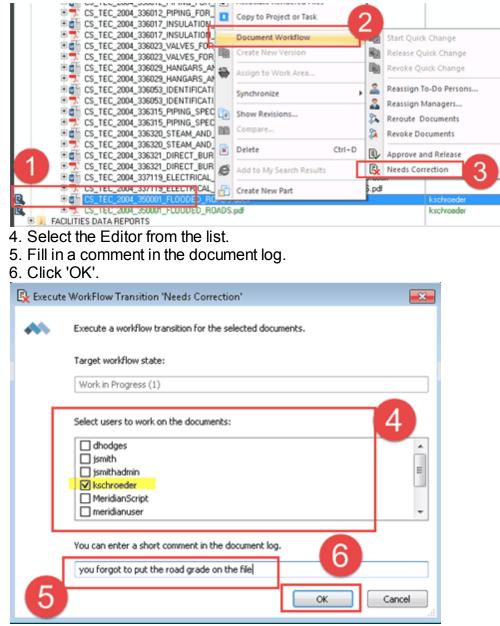
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2.4.2 Needs Correction

The CS Steward can send the file back to the Editor for corrections.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Needs Correction'.



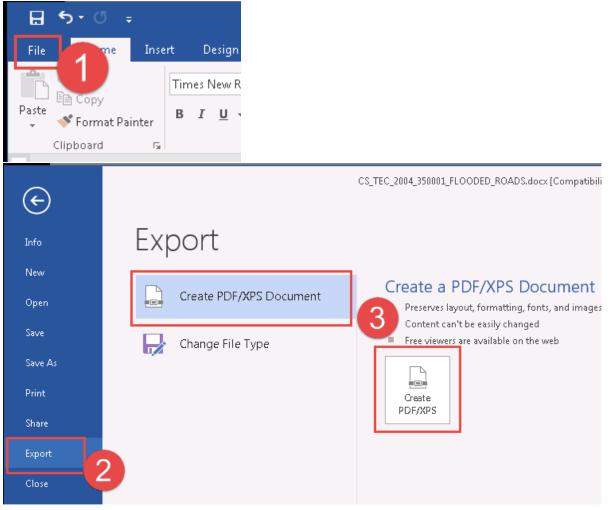
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These instructions show what to do for Word files. For AutoCAD files, create pdf as you would normally do and verify the file is going into Meridian.

For Word files:

- 1. Click on 'File'
- 2. Click on 'Export'.
- 3. Select 'Create PDF/XPS Document'.



- 4. The native file should default the export into the correct location in the Meridian vault and be named the same as the file it will be replacing. Verify this (the highlighted portions) and if it is correct, click on 'Publish'.
- 5. Click 'Yes' to replace the previous version of the published file in Meridian.

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Open file after publishing Optimi	ize f	or: Standard (publishing online and printing)	Options		
		Minimum size			
		(publishing online)		4	
) Hide Folders			Too <u>l</u> s 🔻 🔽 P	ubligh Canc	el
Confirm Save As					
CS_TEC_2004_350001_FLOODED_R Do you want to replace it?	RO.	ADS.pdf already exists.			
5		Yes No			

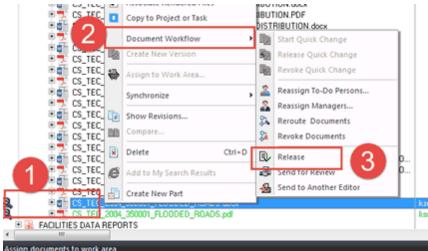
6. Close the native file without saving it. If you are prompted to save it, do not click yes. Click No.

CS_TEC_2004_350001_FLOODED_ROADS.docx [Compatibility Mode] - Word					□ - <mark> × </mark>	
Mailings	Review	View	Developer	Add-ins	${f Q}$ Tell me what you want to do	Schroeder, Kenu, 🛛 🖓 Share
·	- i		AL		1.514	- P Find -

2.4.4 Release

At any point in the workflow process, the CS Steward can release the file they were working on. The published file will automatically release when this action is used, as long as it has been updated in the WIP folder with a new version.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Release'.



- 4. Fill in a comment in the document log.
- 5. Click 'OK'.

🔍 Execute	WorkFlow Transition 'Release'	×
~	Execute a workflow transition for the selected documents.	
	Target workflow state:	
	Issued	
	There are no To-Do persons to select for this operation.	
4		
V	You can enter a short comment in the document log	
	updated road information	
	OK Canc	el

Note: Issued means this copy has replaced the file in the Main Construction Standards folder and will be available to general users and published to the web.

2.4.4.1 Published file error

If the Published file was not updated, you will get the following error:

🖉 Published File Issue 🛛 💌
At least one associated PDF file has not been updated. Enter 'Proceed' below to continue anyway; leave blank or enter any other value to cancel.

- 1. Click 'OK'.
- 2. Double click to open the native WIP file.
- 3. 'Export' the file to a PDF (reference 'Creating a published file')

* If you type 'Proceed', you are acknowledging that the native file and pdf do not match and this will be reflected in Meridian for general users and also on the web.

2.4.5 Approve and Release

The CS Steward approves all changes made to the files be the Editors and can release the native WIP file. The published file will automatically release when this action is used, as long as it has been updated to the newest version.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Approve and Release'.

0.001					
	🖲 🗊 CS_TEC_2004_336012_PI	Associate Kendered Files		L	
	🖲 CS_TEC_2004	Copy to Project or Task			
	Image: CS_TEC_2004			hex.	
	0 1 CS_TEC_2004_	Document Workflow		12	Start Quick Change
	Image: CS_TEC_2004_336023_V/ Image: CS_TEC_2004_30040_0000000000000000000000000000	Create New Version		Eb.	Release Quick Change
	ES_TEC_2004_336023_V4	Create ment renzion		750	
	🖲 🗊 CS_TEC_2004_336029_H/ 🍓	Assign to Work Area		160	Revoke Quick Change
	Image: Tec_2004_336029_H4				
	E CS_TEC_2004_336053_ID	Synchronize		—	Reassign To-Do Persons
	Image: Tec_2004_336053_ID			2	Reassign Managers
	🖲 🚰 CS_TEC_2004_336315_PI 🛄	Show Revisions		21	Reroute Documents
	Image: State Contemporary Co	Compare		27	
	ES_TEC_2004_336320_S1			124	Revoke Documents
	🖲 🖳 CS_TEC_2004_336320_S1	Delete	Ctrl+D	m.	Approve and Release
	E CS_TEC_2004_336321_D[UV/	Approve and Kelease
1	🖲 🔁 CS_TEC_2004_336321_DI	Add to My Search Results			Needs Correction
	E CS_TEC_2004_337119_EL			[mag	VHULE 5.00CK
	CS_TEC_2004_337119_EL di	Create New Part		[MA]	NHOLES.pdf
2.	CS_TEC_2004_350001_FLOOR	VED_HUAD3.dock			krchroeder
126,	IST US_TEC_2004_350001_FL000	DED_ROADS.pdf			kschroeder
E .	FACILITIES DATA REPORTS				
<	m				

4. Fill in a comment in the document log.

5. Click 'OK'.

Execute	WorkFlow Transition 'Approve and Release'	×
**	Execute a workflow transition for the selected documents.	
	Target workflow state:	
	Issued	
	There are no To-Do persons to select for this operation.	
4	You can enter a short comment in the document log Changes made to road information	
	OK Can	cel

Note: Issued means this copy has replaced the file in the Main Construction Standards folder and will be available to general users and published to the web.

2.4.5.1 Published file error

If the Published file was not updated, you will get the following error:

🗹 Published File Issue 🛛 🔀
At least one associated PDF file has not been updated. Enter 'Proceed' below to continue anyway; leave blank or enter any other value to cancel.

- 1. Click 'OK'.
- 2. Double click to open the native WIP file.
- 3. 'Export' the file to a PDF (reference 'Creating a published file')

* If you type 'Proceed', you are acknowledging that the native file and pdf do not match and this will be reflected in Meridian for general users and also on the web.

2.4.6 Reassign To-Do Person

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The CS Stewards and Meridian Admins have the permissions to re-assign the files that are in the workflow to other Editors or CS Stewards if needed.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Reassign To-Do Persons...'.
- 4. Pick a new person.
- 5. Type a comment in the log.
- 6. Click 'OK'.

	ARINE CONSTRUCTION	
CS_TEC_2004_350 CS_TEC_2004_350 CS_TEC_2004_350 CS_TEC_2004_350 CS_TEC_2004_350 CS_TEC_2004_350	001 Edit 001 New	WP WP Main WP Main
	EG. (Revision Level Associate Rendered Files Copy to Project or Task	
	Document Workflow Create New Version Assign to Work Area	Image: Start Quick Change Image: Release Quick Change Image: Revoke Quick Change
	Synchronize Show Revisions Compare	Reassign To-Do Persons Reassign Managers Revoke Documents
🏯 Reassign To-Do Persons		Release
Select users to work of dhodges jsmith jsmithadmin Kschroeder MeridianScript meridianuser	on the documents:	THE STREET
You can enter a short Felicia went on vaca	tion. Bye Felicia.	Cancel

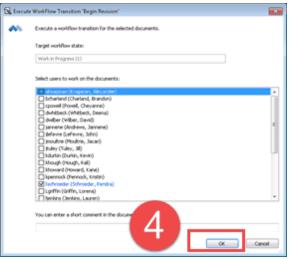
2.5 Prevailing Wages

Prevailing Wages are different than the other Standards for Construction. These don't actually have a word document to update, but because of the way Meridian is designed, the same steps need to be followed to add a PDF file with a later date than the word file.

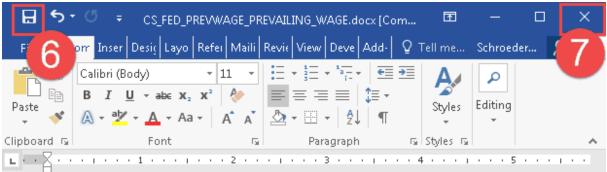
When the new Prevailing wage files are received from the state, to add them to Meridian:

- 1. Find and select the WIP Prevailing Wage word file in Meridian.
- 2. Right click and select 'Document Workflow'.
- 3. Select 'Begin Revision'.
- 4. Click 'OK'.

🖗 🗏 Constr	uction Standards - Front	t End Documents	🕭 Now	
Name 🔺			Main - WIP	State
	ASE_CONTRACTORS_ONLY.docm BASE_CONTRACTORS_ONLY.docm CONSENSUSDOCS_200.docx		WIP WIP WIP	WIP WIP WIP
			WIP	WIP
	AWAGE_PREVAILING_WAGE.docx		WIP	WIP
	Associate Rendered Files	INVITA doc		- Issue WIP
2)	Document Workflow	🔸 🗊 Start Quick Chan	ge	
	Create New Version	Release Quick Ch	nange	
€	Assign to Work Area	Revoke Quick Ch	3	
	Unlock from Workspace	Begin Revision	2	



- 5. Open the word file, add a line with the new date.
- 6. Save the file.
- 7. Close the word file.



Please refer to the .pdf prevailing wage document in Meridian

- New version 9/12/16
- NEW 12/13/16

-

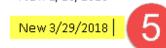
_

-

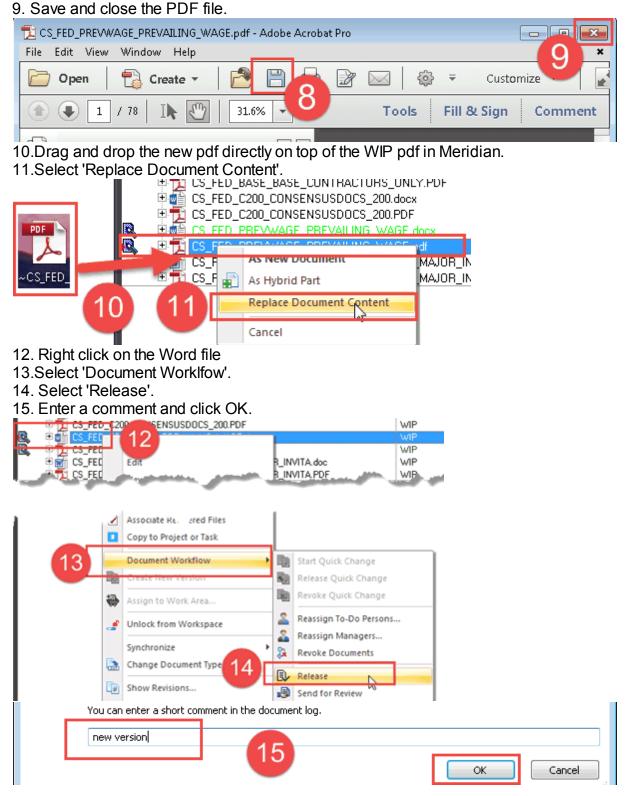
- ~

-

- New 2/24/2017
- New 5/11/17
- New 10/20/2017
- New 1/23/2018



Outside of Meridian, create the PDF file from the files you received. You will have to put them in the correct order when combining them.



3 Adding a Construction Standard

- Editors and CS Stewards have permissions to add a new Construction Standard or Standard Detail to Meridian.
- For initial adding into the system, both the native and published files should be created and saved outside of Meridian.
- The native file and published file will need to be added to Meridian separately and then associated to each other.
- These files will only be available in the WIP folder until they are approved and released by a CS Steward.
- Once the WIP files are released, the Main Construction Standard folder files (both Native and Published) will display the new Construction Standard.



Published Files:

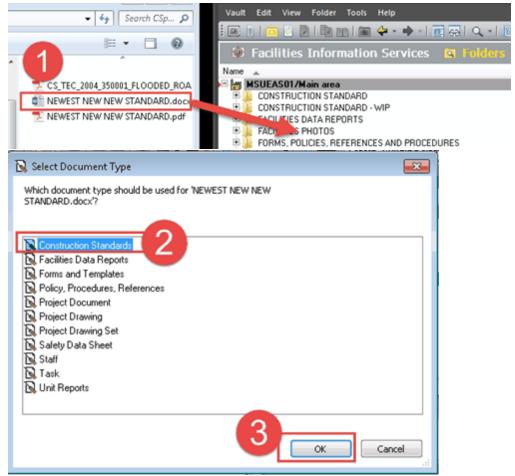


3.1 Adding the native file



Once you have the native file created, you can add it to Meridian.

- 1. Drag and Drop the native file into the Meridian Operational Vault.
- 2. Select the 'Construction Standards' document type.
- 3. Click 'OK'



3.2 Describe the native file

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Fill in the Wizard with the correct metadata.

- 1. Fill in all required fields.
- 2. Use the magnifying glass icons to access drop down lists of values.
- 3. Select the CSI Subdivision If the CSI Subdivison you need isn't there, it needs to be added to the list of values (see below).
- 4. Delete the source file so Meridian is the central repository.
- 5. Click 'Finish'.

Import 'NEWEST NEW NEW STANDARD.docx' - Enter/Edit Properties 🛛 💦 🔤				
Set Values To		Copy Existing Document Values		
System Defaults My I	Defaults 📙	Current Selection Browse to Document		
Standard 1	0			
Doc Class 🗾 🌽	CS	CONSTRUCTION STANDARD		
Sub Class 🛛 🎤	TEC	TECHNICAL STANDARDS		
Security Level 🛛 🎤	PB	PUBLIC		
Document Date	🗵 2 /27/201	8 -		
CSI Format 📃	2004			
Major Heading 🛛 🎤	SI	5 SITE AND INFRASTRUCTURE SUBGROUP		
CSI Division 🖉	35	WATERWAY AND MARINE CONSTRUCTION		
CSI SubDivision	350000	WATERWAYS		
Description 3	see of below	call out		
File Name:		4 Delete Source View		
		5 Finish Cancel		

3.2.1 Adding a CSI SubDivision

CS Stewards can add to the SubDivision drop down list of values if the value does not already exist in Meridian.

- 3. In the Select CSI SubDivision dialog box:
 - a. click on the green plus sign.
 - b. add a valid code and name.
 - c. click 'OK'.
 - d. select the new CSI subdivison.
 - e. click 'OK'.

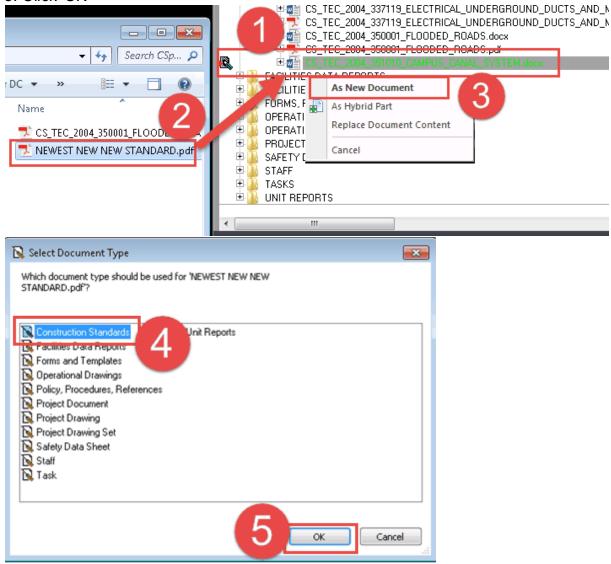
Select CSI SubDivision	3
350000 WATERW 350001 FLOODED 350002 SCOTT R/ NA NOT APPL	AYS ROADS VER
Items: 4	<u>Q</u> K <u>C</u> ancel
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Add CSI SubDivision	
CSI Format	2004
Major Heading	5 SITE AND INFRASTRUCTURE SUBGROUP
Division	WATERWAY AND MARINE CONSTRUCTION
SubDivision Code Sub Division	CAMPUS CANAL SYSTEM
c	OK Cancel
Select CSI SubDivision	
351010	
Code CSI Sub D 351010 CAMPUS	CANAL SYSTEM
Items: 1	e <u>Q</u> K <u>Cancel</u>

3.3 Adding the published file



Once the native WIP file is added to Meridian, you can add the published file. * Remember it must have a later creation date than the native file to be valid.

- 1. Select the native file you just added to Meridian if it isn't already selected.
- 2. Drag and drop the published file directly on top of the native file in Meridian.
- 3. Select 'As New Document'.
- 4. Select 'Construction Standrards' document type.
- 5. Click 'OK'



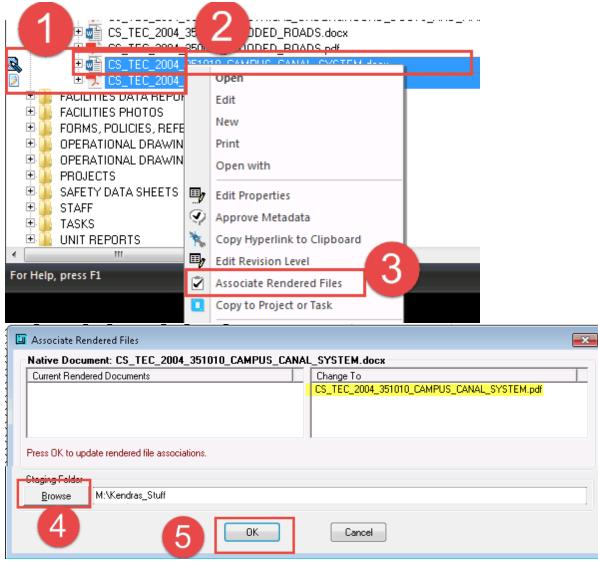
- 6. When the wizard appears, click on 'Current Selection' to auto-populate the fields to match the native file.
- 7. Click 'Finish'.

	W NEW STANDARI	D.pdf' - Enter/Edit Propertie		×
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System Defaults	My Defaults	Current Selection	Browse to Document	0
Standard Notes	le le			
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Sub Class	N TEC	TECHNICAL STANDARDS		
Security Level	🤊 РВ	PUBLIC		
Document Date	2 /27/20	18 -		
CSI Format	2004]		
Major Heading	🔊 SI	5 SITE AND INFRASTRUC	TURE SUBGROUP	
CSI Division	<i>»</i> 35	WATERWAY AND MARIN	E CONSTRUCTION	
CSI SubDivision	» 351010	CAMPUS CANAL SYSTEM		
Description				
File Name:			✓ Delete Source	ïew
		7	Finish Can	el

3.4 Associating the files

After both the native and the published file have been added to Meridian, you will need to associate them. This association will create the bond between the files that makes them move through the system together.

- 1. Select both the native and published WIP files.
- 2. Right click on the native file only.
- 3. Select 'Associate Rendered Files'.
- 4. The first time, you will need to browse to a different folder. You can pick any place other than the C drive you want.
- Click 'OK' if the 'Change To' file listed is indeed the published version of the native file.



The file will now be listed under the 'Current Rendered Documents'.

3.5 Workflow Decision

At this point, there are different workflow options. Because the standard was newly added, both the native and published files should already be in Meridian, unless more modifications happen.

Editors:

• You can 'Send to Another Editor' for further modifications. The published file will

need to be recreated if changes were made to the native file.

• You can 'Send for Review'. The published file should be current. Meridian will warn you if it is not.

* Reference Part II - section 5 - Editors in this manual for step-by-step instructions for each choice above.

CS Stewards:

• You can 'Send to Another Editor' for further modifications. The published file will

need to be recreated if changes were made to the native file.

- You can '**Release'**. The published file should be current. Meridian will warn you if it is not.
- If You can 'Approve and Release'. The published file should be current. Meridian will warn you if it is not.

* Reference Part II - section 6 - CS Stewards in this manual for step-by-step instructions for each choice above.

Because this is a new Standard in Meridian, make sure to release the native WIP file. Until this happens, it does not exist in the Main Construction Standards folder and will not appear on the web for general users of the Standards.



3.6 Released to the Main Construction Standards folder

*** Remember - Until the new native file is released from the WIP workflow, it and the published file will not exist in the Main Construction Standards folder in Meridian. The files will also not appear on the webpage until they are released from the WIP workflow.

Folders View:

¢	Planning Design and Construction 🖾 Folders 🖉 No
Name	▼
÷.	STAFF
÷.	SAFETY DATA SHEETS
÷.	PROJECTS
÷. 🚺	OPERATIONAL DRAWING - WIP
÷. 🚺	OPERATIONAL DRAWING
÷.	FORMS, POLICIES, REFERENCES AND PROCEDURES
÷.	FACILITIES PHOTOS
÷.	FACILITIES DATA REPORTS
÷.	CONSTRUCTION STANDARD - WIP
) Ē.	CONSTRUCTION STANDARD
-	E LECHNICAL STANDARDS
	E 🔁 CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.pdf
	🗉 🚮 CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.docx
	E 🔁 CS_TEC_2004_350001_FLOODED_ROADS.pdf
	E I I CONTER 2004 250001 EL OODER DAARS daar

Nav View:

🐵 Facilities Information Services 🛛 🔚 Construction Standards - Technical Standards 🖉						
Name 🔺	Main - WIP	Status				
🗆 🚍 Construction Standards - Technical Standards						
🗉 🗐 2 GENERAL REQUIREMENTS SUBGROUP						
🗉 🗐 3 FACILITY CONSTRUCTION SUBGROUP						
🗉 🗐 4 FACILITIES SERVICES SUBGROUP						
🖻 🗊 5 SITE AND INFRASTRUCTURE SUBGROUP						
🗄 🏉 31-EARTHWORK						
🖹 🚙 32-EXTERIOR IMPROVEMENTS						
🕀 🏉 33-UTILITIES						
🗄 🦢 35-WATERWAY AND MARINE CONSTRUCTION						
🖳 🚮 CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.docx	WIP					
CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.docx	Main					
🖳 📆 CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.pdf	WIP					
CS_TEC_2004_351010_CAMPUS_CANAL_SYSTEM.pdf	Main					

Other Options 4

4.1 **Revoke Workflow**

If the files you added shouldn't be there, or the revisions shouldn't have been made and the file is in a workflow, you can revoke the changes.

- 1. Right click on the native WIP file.
- 2. Select 'Document Workflow'.
- 3. Select 'Revoke Workflow'.
- 4. Type 'LOSE ALL WORK'. 5. Click 'OK'.

J. OIICK OIV.			
CS_TEC_2004_350000 CS_TEC_2004_350001 CS_TEC_2004_350001 CS_TEC_2004_350001 CS_TEC_2004_350001 CS_TEC_2004_350001 CS_TEC_2004_350001	E CONSTRUCTION Open Edit New Print		WIP WIP Main WIP Main
ŧ	Copy to Project or Task Document Workflow Create New Version Assign to Work Area Synchronize Show Revisions Compare		Start Quick Change Release Quick Change Revoke Quick Change Reassign To-Do Persons Reassign Managers Revoke Documents
🔆 Revoke Workflow		×	Dalanca
CS_TEC_2004_350000_WATE If you revoke this document fro- work done by all Editors since workflow. Key in 'LOSE ALL WORK' to c LOSE ALL WORK OK	om workflow, you will lose all the document entered this		

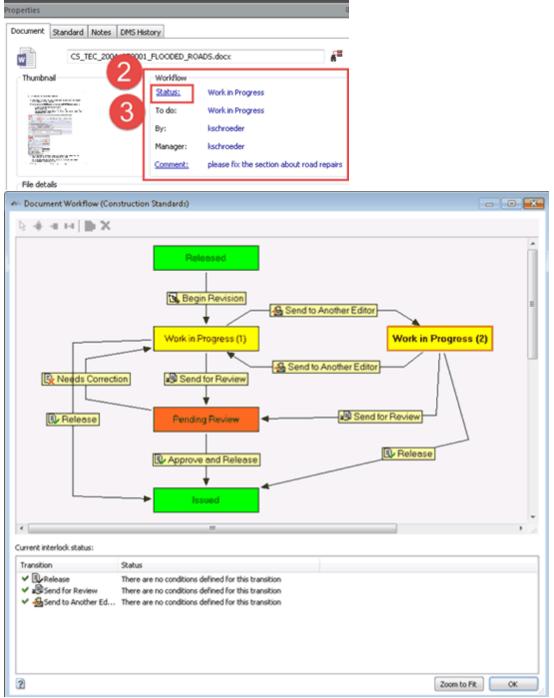
4.2 Workflow Status log

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At any point during the modification process, users can check the status of the change.

To check the workflow status and log:

- 1. With the file selected, open the 'Properties' pane.
- 2. Look at the Workflow area to see general information
- 3. Click on 'Status' to see more detailed information.



4.3 Revision Log

To see the various revisions on the files:

- 1. Select the file and either:
 - a. Click on the 'Show Revisions' icon
 - b. or use the right-click menu to select 'Show Revisions'

Image: Provision Provise Provision Provision Provision Provision Provisi	
Name Construction Standards - Technical Standards 2 GENERAL REQUIREMENTS SUBGROUP 2 GENERAL REQUIREMENTS SUBGROUP 3 FACILITY CONSTRUCTION SUBGROUP 4 FACILITIES SERVICES SUBGROUP 3 SACILITY CONSTRUCTION SUBGROUP 3 SACILITY CONSTRUCTURE SUBGROUP 3 SACILITY CONSTRUCTURE SUBGROUP 3 SACILITY CONSTRUCTURE SUBGROUP 3 SACILITY CONSTRUCTION SEC 2004 350001 C S_TEC 2004 350001 Open C S_TEC 2004 350001 Show Revisions C Compare Review O CS_TEC 2004 35000	
Construction Standards - Technical Standards 2 GENERAL REQUIREMENTS SUBGROUP 3 FACILITY CONSTRUCTION SUBGROUP 4 FACILITIES SERVICES SUBGROUP 5 SITE AND INFRASTRUCTURE SUBGROUP 9 31-EARTHWORK 9 32-EXTERIOR IMPROVEMENTS 33-UTILITIES 33-UTILITIES 33-UTILITIES 33-UTILITIES 35-CS_TEC_2004_350001_F 9 CS_TEC_2004_350001_F 9 CS_TEC_2004_30001_F 9 CS_TEC_2004_30001_F 9 CS_TEC_2004_3000_F 9 CS_TEC_2004_300_F	
Revisions of CS_TEC_2004_350001_F Open Edit Synchronize Synchronize Show Revisions Compare	
Open Open Edit Edit FEC_2004_350001 Baselines Synchronize Show Revisions Show Revisions Compare	
CS_TEC_2004_350001 Edit Synchronize Synchronize Show Revisions Compare Compare Compare Revisions of CS_TEC_2004_350001_FLOODED_ROADS.docx VIP Released [ouddated re KSCHROEDER Z28/2018 30395 refu Revisions Effective From Modified By Status Revised By Revision Date Compare Revisions Effective From Modified By Status Revised By Revision Date Compare Revisions Effective From Modified By Status Revised By Revision Date Compare Revision Effective From Modified By Status Revised By Revision Date Compare Revision Effective From Modified By Status Revised Public Publi	
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4.4 Editing Properties

• Ask a Meridian Administrator (FIS team) to make the changes.

- The 'Edit Properties' function has been locked down to Meridian Administrators for Construction Standards and Standard Details at this time. The process got a little cumbersome and can easily be done incorrectly. This will be revisited soon.
- Of the 4 files in Meridian:
 - 3 will have to manually edited (native in WIP, native of released, pdf of released)
 - 1 will be automatically edited to match (pdf in WIP).

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□ 🏠 35-WATERWAY AND MARINE CONSTRUCTION		
CS_TEC_2004_350001_FLOODED_ROADS.docx	WIP	
🖳 🖬 CS_TEC_2004_350001_FLOODED_ROADS.docx	Main	
🗄 📆 CS_TEC_2004_350001_FLOODED_ROADS.pdf	WIP	
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